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25 August 1949

PROPERTY SURVEY BOARD MEMORANDUM

SUBJECT: Property Disposition

Reference: Administrative Instruction

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1. In accordance with authority granted by the Director of Central Intelligence to the Property Survey Board in Administrative Instruction [redacted] dated 7 March 1949, paragraph 2b, the Deputy Services Officer (Over) is designated to act for the Board in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

2. Under the same authority, paragraph 2c, the Chief of the Supply Division, Services Office, is designated to act for the Board in matters pertaining to the disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA, subject to the following conditions:

a. The Chief, Supply Division, will, upon receipt of certification from the appropriate officer, dispose of unserviceable or obsolete property in accordance with existing and applicable U. S. Government regulations.

b. The Chief, Supply Division, will, upon the receipt of certification from the appropriate officer that serviceable property is in excess of the needs of his activity, determine whether such property is surplus to the needs of CIA, or whether its transfer is economically justified, and proceed in accordance with existing and applicable U. S. Government regulations.

c. Appropriate officers, as referred to in "a" and "b" above, will be the following:

(1) The Chief, Communications Division, for all Communications technical equipment except that utilized [redacted]

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NO CHANGE in Class. ☐

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Class. CHANGED TO: IS C

DDA MEMO, 4 Apr 77

Auth: DDA REG. 77/1763

By: [redacted]

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(4) The Deputy Services Officer (Overt) for all other Government property in the custody of CIA.

d. The appropriate officers referred to in 2a and 2b above in making the necessary certifications will be guided by normal Government practices and standards insofar as the requirements of the office concerned permits, and where there are deviations from such practices and standards they will supply necessary justifications in support of their certifications.

e. The appropriate officers referred to in 2b above in making the necessary certifications will determine whether such property can be utilized elsewhere within their own activity and indicate in certification to Chief, Supply Division, Services Office, that equipment is in excess to the needs of their activity.

f. The Chief, Supply Division, will maintain a file of reports, for inspection and information of the Property Survey Board and the Inspection Branch, I&S, showing justification for actions taken in accordance with the authority delegated in paragraph 2 of this memorandum.

g. The Chief, Supply Division, will utilize the services of the General Counsel in connection with the applicable Government regulations and be guided by Counsel's decisions and opinions.

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Property Survey Board

mim Prop. Sur. Bd. file
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Next 1 Page(s) In Document Exempt

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